

Frithestock Parish Council

Minutes of the Parish Council Meeting held on Thursday 7th September 2017 at 8pm in Frithestock Village Hall

Councillors Present: Mike Stokes (Chair), Andrew Heard, Lizzie Hunkin, Roger Hunkin, District Cllr Phil Pennington and County Councillor Andrew Saywell

Parish Clerk: Zena Tett

Also in attendance: 1 member of the public

BUSINESS TRANSACTED

37. **Welcome:** Cllr Stokes welcomed everyone to the meeting.
38. **Apologies for Absence:** Councillors Mike Baker, Mackie Poole and Mark Goldman were unable to attend.
39. **Minutes of the Last Meeting:** Minutes of the meeting of the Parish Council held on 6th July 2017 were agreed and signed as a true record: Proposed by Cllr Heard, seconded by Cllr E Hunkin, all in favour.
40. **Declarations of Interest:** None
41. **Public Speaking Time**
 - 41.1 In the absence of PCSO Melissa Baker, the Clerk read out the Police Report:
 - Logs – 1 concern for welfare and 1 highway disruption (mud on road)
 - Crimes – 1 GBH without intent
 - 41.2 Adrian Green mentioned that various ideas were being considered on where the additional Meeting Room could be located within the Village Hall. He will contact Cllr Goldman regarding the Community Grant Scheme.
 - 41.3 Adrian also asked when the Parish Council website goes live, Clerk to email Cllr Goldman. **Action Clerk**
42. **District and County Councillor Reports**
 - 42.1 District Councillor Phil Pennington
D.Cllr Pennington said it had been a fairly quiet period over the summer holiday period, however, everyone has been saddened by the loss of the four year old at Knapp House and our condolences go to everyone who was affected by this tragic incident.

- The Brunswick Wharf selected developer has now been decided and there will be a new planning application to increase the number of residential units. Hopefully this riverside site will now move forward.
- The Local Plan consultation came to an end on 1st September. Apparently, there were 47 responses and this will now go to the Planning Inspector for ratification. Torridge is keen to see the new plan in place early 2018.
- Everyone should check the TDC website for details of an increase in refuse, waste and recycling. Cllr Pennington also reported Richard Haste, Waste & Recycling Manager will be attending next years' AGM as guest speaker.
- The Clinton Arms development has been refused as the District Valuer was not in agreement with the sale price.

42.2 County Councillor Andrew Saywell

C.Cllr Saywell reported that several applications for ATM's have been applied for in Torrington. He also mentioned he has agreed to join a Task Group which will be investigating Broadband in the area. Residents are being asked to forward any issues they may have to C.Cllr Saywell so that he may take these to the Task Group.

Finally, C.Cllr Saywell expressed his concern over the email sent by Darryl Jagger of Highways regarding the movement of the 30mph speed limit sign located in Hele Lane. Darryl explained in his email that any speed limit is implemented using a traffic regulation order which states from where a speed limit starts. The Hele Lane sign should be located 41 metres SouthEast of the junction with Meadowstone Close which is roughly where the Village entry sign is located and not where the sign is currently located. The implications are that as the sign is not in its correct legal position, the Police cannot enforce the speed limit for the whole of the 30mph in Frithelstock including the main road. It is not a simple fix to change the traffic regulation order as this would be a costly and lengthy process but also the existing location does not meet Highways policy and would not be legally enforceable. In Darryl's email, he explains the sign has to be put back to its legally enforceable location and an order shall be made for this to be done. The Parish Councillors raised concerns over this due to a planning application which has just been approved for 3 new houses in the vicinity of the legal position of the sign. The Clerk was asked to contact Darryl Jagger and make him aware of the planning application. **Action Clerk**

43. **Matters Arising**

43.1 Village Clean-up Date

Parish Councillors agreed the Village Clean Up was now not going ahead due to the nights drawing in. Cllr Stokes proposed this is discussed again in the Spring, this was seconded by Cllr E Hunkin, all in favour. **Action Clerk**

43.2 Highways

The Clerk had received an email from Darryl Jagger explaining that as a speed limit sign is a legal sign they cannot allow the Parish to install or alter any signs otherwise it would lead to issues. Darryl believes the best course of action is to wait for the County Council to take Frithelstock through the

SCARF process to first see if there actually is a speeding issue through the village and also to make sure the type of action that is taken, whether by the Parish or the Council, is proportionate to the speeding issue.

43.3 TAP Fund

This item was deferred to the next meeting of the Council for further discussion. **Action Clerk**

44. New Items

44.1 Playing Field Equipment

Cllr Stokes explained there had been some discrepancies with one of the tenders submitted which, together with Terry Warrington expressing a wish to submit a quotation on behalf of TKPlay, led Cllr Stokes to believe that the only way forward would be to abandon what has gone before and to re-invite tenders from a select list of contractors. This can include TKPlay and should be against a revised specification that includes the additional safety matting around the other play equipment, which had been recommended by Terry Warrington. Tenders should be invited by the Parish Council, returned to the Parish Clerk by a specified date and any tenders received after such date would be rejected. In this way, the Parish Council would be seen as being completely transparent in all its dealings. To move this project forward, Cllr Stokes proposed the following actions:

- The Play Field Committee are going to prepare a new specification to include all the work necessary for the supply and installation of the trampoline and the additional safety matting.
- The Playing Field Committee will provide a list of at least 3 contractors from whom tenders can be invited.
- The Parish Council will then invite the tenders and receive them back by the due date.

This was supported by Cllr E Hunkin and all were in favour. **Action Clerk**

Additionally, Terry Warrington has submitted his resignation as Chairman of the Playing Field Committee due to workload commitments. Terry has been on the committee for 17 years and Chairman for 5 years and Parish Councillors expressed their thanks for Terry's hard work and commitment. The Clerk was asked to put the Playing Field Committee on the next Agenda for further discussion on who will now take this Committee under its wing.

Action Clerk

44.2 TAP Fund

This item was discussed in 43.3 above.

44.3 Torrige Community Grant Scheme

In the absence of Cllr Goldman, this item has been deferred to the next meeting. **Action Clerk**

45. Planning

45.1 1/0470/2017/OUT: Land to East of Church Lane, Frithelstock
2 new dwellings

To minute the decision made by TDC to grant permission for this application.

- 45.2 1/0635/2017/FUL: Land at Catsborough Cross, Frithelstock
Erection of agricultural dairy unit
To minute the decision made by Councillors via email to support this application.
- 45.3 1/0274/2017/FUL: Ebberdown, Frithelstock
To minute the decision made by TDC to grant permission for this application.
- 45.4 1/0240/2017/FUL: The Clinton Arms
To minute the decision made by TDC to refuse permission for this application.

46. Clerks Report

46.1 Correspondence

The following correspondence, which had been previously circulated, was noted/reviewed:

- 46.1.1 TDC Poster: Waste/Recycling notification
- 46.1.2 TDC: Torrington Area Advisory Group meeting notification
- 46.1.3 TDC: Joint Area Advisory Group Meeting notification
- 46.1.4 DALC: Resilience Forum Newsletter
- 46.1.5 Cemetery Committee: letter of thanks for donation of £300
- 46.1.6 Awards for All: Grant confirmation – Parish Councillors asked the Clerk to advertise this grant on the website. **Action Clerk**
- 46.1.7 Devon Communities Together: Parish Plans
- 46.1.8 TDC: Local Plan Consultation and Brownfield Call for Sites
- 46.1.9 Holsworthy Motor Club: Roger Pole Taw & Torridge Classic Reliability Trial
- 46.1.10 Clerks & Councils Direct: Newsletter
- 46.1.11 123 Reg: Confirmation of payment by Cllr Goldman for the renewal of the domain for 2 years
- 46.1.12 DALC: Annual Report

46.2 The Balsdon Trust

The Balsdon Trust replied to the application made by the Clerk requesting a grant for a new Notice Board. They have confirmed their next meeting date of 27th September 2017 and will contact the Clerk after that date with their decision.

46.3 Village Green Trees

Torridge District Council has completed an inspection of the trees on the Village Green. The only tree that maybe in question is the larger of the trees which seems to have some internal decay and whilst they feel this may not pose a problem at the moment, it does appear to be quite heavy and would approve an application for crowning. Removing the tree completely would require a written explanation for doing so.

46.4 External Audit

The Clerk is in receipt of the certified Annual Return for the Parish Council for the year ended 31st March 2017. The Auditors made one comment referring to the period for the exercise of public rights; The Local Audit and Accountability Act 2014 (the Act), sections 26 and 27, and the Accounts and Audit Regulations 2015 (the Regulations), sections 14 and 15, set out the requirements for the period for the exercise of public rights of objection, inspection and questioning of the external auditor. In particular section 14(1)

of the Regulations stipulates that any rights of objections, inspection and questioning of the external auditor conferred by sections 26 and 27 of the Action may only be exercised within a single period of 30 working days. The Parish Council published its Notice indicating the period for the exercise of public rights commenced on 26th June 2017 and ended on 7th August 2017. The period is longer than 30 working days. In future, the Parish Council must ensure that it complies with the Local Audit and Accountability Act 2014, sections 26 and 27, and the Accounts and Audit Regulations 2015, sections 14 and 15 to ensure that the dates for the exercise of public rights are properly calculated and published, cover a single period of 30 working days and commence and end on a working day. The Parish Council should also consider the impact of this failure on its disclosures in the 2016/17 Annual Return.

47. Councillors' Reports and Items for Future Agenda

47.1 Cllr R Hunkin

Cllr Hunkin mentioned one of the Village street lights has been on constantly for several months. C.Cllr Saywell advised that residents should visit the Highways website at <https://new.devon.gov.uk/roadsandtransport/report-a-problem/> to report any incidents like this. Clerk to send a copy of the link to Parish Councillors. **Action Clerk**

47.2 Cllr Stokes

Cllr Stokes wished to thank Cllr Heard for the use of his tractor and pressure washer in order to clean the signs around the Village.

48. Finance

48.1 Payments

The following payments were approved: proposed by Cllr Heard, seconded by Cllr Stokes, all in favour. **Action Clerk**

48.1.1 Clerks Salary & Expenses	£319.53
48.1.2 HMRC	£59.20
48.1.3 Great Torrington School: printing	£9.90

48.2 Review of the Bank Balance

As of 11th August 2017, the balance in the General Account was £14,686.53, this includes the £10,000 grant recently received from the National Lottery. There are outstanding payments totalling £688.63 giving a balance of £13,997.90 once these transactions have been cleared.

48.3 Online Banking

The Clerk is still awaiting clarification from HSBC that the General Account has sufficient signatories before completing the documents for Online Banking. Cllr Stokes will now take the completed signed forms to the Bank regarding signatories. **Action Cllr Stokes**

48.4 Clerks Salary

On 6th July 2017, Parish Councillors gave the Clerk an Appraisal and made a unanimous decision that she had done outstanding work over the past year and thanked her for her efforts. In consideration of the additional work she will be carrying out when the website goes live, the Parish Council agreed to

increase the Clerks hours to 200 per year and the Clerk would also receive a pay increase to £8.87 per hour.

49. **Date of Next Meeting:** was confirmed as 2nd November 2017 at 8pm in the Village Hall, Frithelstock.

With no further business, the meeting closed at 9:10pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: **DATE:**

DRAFT